

## Getting Started

1. To get into your web site:
  - Open a web browser.
  - Enter your school's web address: \_\_\_\_\_
2. Central Services is the “home base” for working with SOCS. From this page, you have access to all of the tools necessary to run your site. The general public will never access this part of SOCS.
  - To get to the Central Services page add **/central\_services.html** behind your web address.
3. Enter your username and user ID.  
USER NAME: \_\_\_\_\_  
USER ID: \_\_\_\_\_
4. Click on “Editor” from the Tool Menu on the left-hand side.
  - Use your own username and password to log in. Both are case sensitive.

**Editor Login**

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Reset"/>	

## Main Menu

Once you log in, you will see the Main Menu. You can access all Editor features from this menu. You can also reach the Main Menu by clicking on “Main Menu” at the top of the page, or “Editor” under Tools on the left side of the page.

Above the buttons is a message that alerts you if your Correspondents submitted articles that are waiting for approval.

*Articles Waiting to Be Approved: 2  
Articles Waiting to Be Published: 0*

**Main Menu**

<a href="#">Create Article</a>
<a href="#">View Pending Articles</a>
<a href="#">Create Slide Show</a>
<a href="#">Search Articles</a>
<a href="#">Manage Ideas</a>
<a href="#">Turn Java Off</a>
<a href="#">Logout</a>

**The following pages explain Main Menu options in the order in which they appear on the Main Menu bar.**

# How to Create an Article

To create an article, click on “Create Article.”

You will use two screens during this process – Import Article and Article Editor.

## Import Article

The first screen allows you to import text and/or images into your article.

To import a text file (\*.txt) into the body of your article, select the text file from your hard drive or network drive by clicking on “Browse.” Although you have the option to import a text file, be advised that this method may require extensive reformatting. The best options are to copy and paste a document from Word or other word processor or type directly into the Article Editor.

## Upload Images

With each article page, you can upload up to three images in a JPEG or GIF format. These images can include captions. SOCS will automatically resize the images and create thumbnails to place in your article page. The reader can click on the thumbnail in the article page and view the full-sized image. A typical image from a digital camera is approximately the correct size to upload (about 640 x 480 pixels).

You must upload images sequentially. If you only have one image, you must upload it in the “Image 1” position, not in the “Image 2” position.

**Note:** You can always add, remove, or change images in an article page.



1. Scroll down to the “Image 1” box on the “Create Article” page.
2. Type the caption to be displayed under the image. (This is an optional field.)
3. Use the browse buttons to select an image (.gif or .jpg) from your local or network drive.
4. Repeat for images 2 and 3.
5. Click “Continue >> Article Editor” to continue to the “Article Editor” page. This is where the rest of your article is created.

**Note:** The Java Applet/Live Editor will always load at this point

## Article Editor

The second screen allows you to create an article in Article Editor.

- The headline is required.
- The tagline is optional. Anything typed in this field will appear just under the headline as a subheading.
- The byline is also optional. For your convenience, your name is already filled in by default. You can change this or delete it as you desire.

**Article Editor**

<b>Headline:</b>	<input type="text"/>
<b>Tagline:</b>	<input type="text"/>
<b>Byline:</b>	by SOCS Support

## Article Body

Underneath the byline is the body of your article.

- If Java mode is off, you will see a single box where you type in your article.
- If Java mode is on, you will see a more advanced Article Editor box. *All options on the Article Editor toolbar are available except for “File,” which should not be used to open a file.* (If you are unfamiliar with advanced tool bar options such as book marks, hyperlinks, or tables, see the Advanced Article Tool Bar guide.)
- If you uploaded a text file on the previous screen, it will already appear in this box.
- If you did not upload a text file, you can type or paste content in the box.
- The article body can also accept HTML for advanced users who wish to use it.

**Note:** to enlarge your Article Editor screen:

- click on “View”
- select “Windows View” and compose your article
- after composing your article, close the window to return to Article Editor

## Placing images in an article

- SOCS will automatically place your first image at the beginning of the article.
- To place the second and third images, place your cursor where you want each image to appear. To lock the image in place, click on “IMG2” and “IMG3” in the right-hand corner of your tool bar. *You must complete this step or the images will not appear.*
- Slide show – to insert an existing slide show into your article, place your cursor where you want the slide show to appear. Choose “Slide Show” from the Tool Bar and select the desired slide show.

## Preview Article

The “Preview Article” button at the bottom of the Article Editor page allows you to see how your article will appear when it is live on the site. After previewing, close the Preview window and make necessary corrections. Always preview your article and correct any problems before submitting it. The preview includes a spell checker, which highlights possible spelling errors.

## Related Sites

This area allows you to add related site links that will appear near the bottom of your article. These are optional.

## Feedback

By default, the system is set to receive feedback on any article. If you do not want feedback for an article, uncheck the box. If you elect to receive feedback, the Feedback Title is optional; if you leave this blank, the article headline will appear as the feedback title. All feedback goes to the Manager for review.

## Publish Dates

Publish Dates control when the article appears and disappears on the site (moves to archives). If you want an article to remain on your site indefinitely, set the end date to “None.”

## Priority

The priority number controls the order in which articles appear within sections. The lower the priority, the sooner it appears in the section (a 10 will appear before a 100). If the priorities are the same, the newest article appears first. If articles have the same start date, they appear alphabetically. By default, the priority is 100. *Use multiples of 10 or 100 when you assign priorities to leave space for new articles.*

## Approval

Regardless of the Publish Dates, an article will not appear on your site unless the “Approved” box is checked. Leave this box unchecked if you wish to save an article for completion later.

## Section

An Editor determines the section in which an article appears. Managers and Editors can choose from any section in the SOCS system; Section Editors are limited to their assigned sections.

## Images to Publish

You can prevent an image from displaying if you uncheck the corresponding checkbox.

## Delete Article

The “Delete Article” button will completely remove your article from the SOCS system. Any article that is deleted cannot be retrieved.

## Submit Article

The “Submit Article” button will save and submit your article to the SOCS system. **If you do not submit your article, you will lose your work!**

## View Pending Articles

This allows you to view articles not yet published including:

- articles submitted by correspondents that need to be reviewed and approved
- articles you have written but not yet approved
- articles you have approved but the publish start date has not yet occurred

To view and/or edit an article, click on the “View Pending Articles” button.

Click on the article headline you wish to view or edit.

### View Pending Articles

Click on an article headline to edit the submitted article, change the article images, or delete the article.

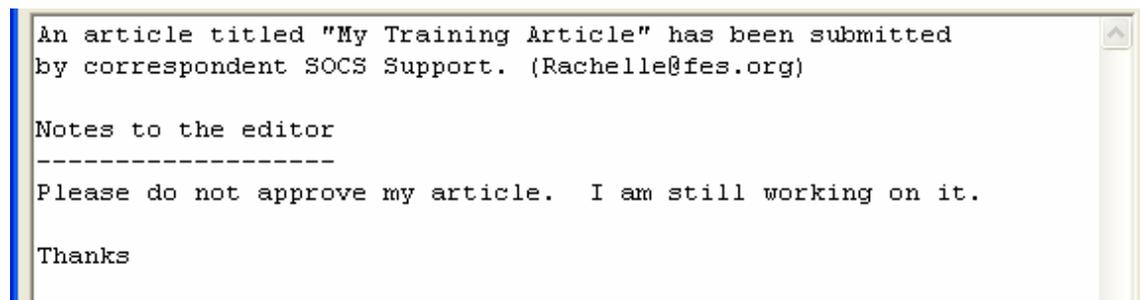
Waiting to be	Headline	Submitted on
Approved	<a href="#">This is my Training Article</a>	October 28, 2003

This process allows you to edit the article, change any images, delete the article or return to the list of pending articles.



### E-mail Notification

You will receive an e-mail notification when a Correspondent submits an article for approval.



# How to create a slide show

You can create and place a slide show inside an article or anywhere on your site.

- Editors and Correspondents can create a slideshow if they have slide-show capabilities.
- Each slide-show image has its own title and caption.
- SOCS supports HTML so you can add special text effects, or links to web sites or e-mail addresses.
- The images you upload must be JPEG or GIF format.

To create a slide show, click on the “Create Slide Show” button.

To view, edit or reorder an existing slide show, use the “Manage Slide Show” options. From this area you can also add a new slide show by clicking on “Add Slide Show”.

## Manage Slide Shows

To find a specific slide show, use the keyword and date options to narrow your search. Click the “Search” button to view results. To add a new slide show, click the “Add Slide Show” button at the bottom of the page.

Find Slide Show

Search Titles By Keyword(s):

Limit Search to the Month/Year Created:

Check this box and select a month and year below.

- all (Jan-Dec) -  2003

Search Results

Found: 2 slide shows displayed below.

Title	Date Created
<a href="#">My SlideShow</a>	10/27/2003
<a href="#">2003 Snow Days</a>	10/24/2003

## To Create a Slide Show

Enter a title and select “Add Slide Show”.

### Add Slide Show

Enter a title for the slide show and then click the “Add Slide Show” button or click “Cancel” to return to the previous page.

Slide Show Title:

1. Select “Add Slide” at the bottom of the screen. *Ignore the Slide Show Information (HTML) at the top of the screen.*
2. Enter title and caption (optional).
3. Select “Browse” to find image.
4. Select “Add Slide”.
5. Select “Add Slide” again and repeat steps to add more slides.

### Add Slide

Enter the slide information in the text boxes below. When finished, click on the "Add Slide" button or click "Cancel" to return to the previous page. HTML code may be added to the Slide Caption for formatting.

Slide Title:

Slide Caption:

Slide Image:

After you create your slide show, you can re-order the sequence of the slides or edit your slide show. Otherwise, return to the "Editor" button on the Tools menu or Main Menu at top of page.

## Re-Order Slides

To re-order slides in the slide show, click on "Re-order Slides."

**Slides**  
To add a slide to the slide show, click on the "Add Slide" button. To edit an existing slide, click on its title or thumbnail.

Title	Thumbnail
My First Slide	

Select the slide and choose the "Move Up" or "Move Down" button depending on where you want to move the slide.

### Re-order Slides

To change the order of the slides, choose the slide you wish to move then click on either the "Move Up" button or the "Move Down" button. Click "Submit" when you have finished ordering all slides or click "Cancel" to return to the previous page without saving any changes.

When finished, select the "Editor" button on the Tools menu or "Main Menu" at top of page.

## Edit a Slide Show

1. Select the slide show title you wish to edit.
2. Select the "Edit Slide Show" button to:
  - a. change title
  - b. delete slide show
3. Edit title and select "Update Slide Show" or "Delete Slide Show."
4. When deleting, you must confirm deletion.
5. When finished, select the "Editor" button on the Tools menu or "Main Menu" at top of page.

# Search Articles

The Search Articles feature allows you to search the database for articles to edit or delete. It also allows you to select articles to include in a “News Update” for e-mail subscribers.

## Search for Articles

**Search Articles**

Search by selected search criteria.

Article Author(s):

Section:

Keywords in Article(s):

Status:  Approved  Not Approved  All

Start and End Dates:  Any Start Date  
 Use this Start Date:

Any End Date  
 Use this End Date:

Search by Article ID only.

Article ID:

- Search by “Author(s)” by entering a specific Editor or Correspondent or “Any Editor” or “Any Correspondent”.
- Search by keywords in any article.
- Select “Approved” to search for approved articles; select “Not Approved” to search for articles that are not approved; select “All” to search all articles.
- Select a “Start” and “End” date for the search or select “Any Start Date” and “Any End Date” to search the entire database.
- Select “Search by Article ID only” to find an article using a specific article ID.
- Select “Search” to begin the search.

## News Update Function

The front page of your SOCS site allows readers to sign up for the News Update by supplying their e-mail address.



The News Update function allows you to generate a newsletter to send to this list. The News Update automatically sends headlines, short article abstracts, and a link to the article.

**Note:** Only Editors that receive access to this feature from the Manager can send a “News Update”.

To compile a Newsletter:

**Search Results**

Your search found 3 matches. 1 - 3 are shown below.

Featured in news update  
 Approved article

check box to feature in news update	Article ID	Edit	Headline (preview)	Image	Section	Publish Date		Article Author	
						begin	end	writer	edito
<input checked="" type="checkbox"/>	40620d637a929		<a href="#">testing Alumni</a>		School Info	03/21/2004 12:00 AM	03/28/2009 02:00 AM	<a href="#">SOCS Support</a>	<a href="#">SOCS Su</a>
<input checked="" type="checkbox"/>	40577095c1451		<a href="#">401K Update</a>	image1,image2,image3	Academics	03/17/2004 12:00 AM	03/20/2004 02:00 AM	<a href="#">Joyce Schaben</a>	<a href="#">Joyce Sch</a>
<input checked="" type="checkbox"/>	4057778465707		<a href="#">this place is like a zoo</a>	image1,image2,image3	Academics	03/16/2004 12:00 PM	03/20/2004 02:00 AM	<a href="#">Joyce Schaben</a>	<a href="#">Joyce Sch</a>

1. Search for articles to reference in your newsletter.
2. Click on the “Check box to feature in news update” box next to each article to include in the News Update.
3. Click on the “Add to News Update” button on each page where articles are selected.
4. When article selection is complete, click on “Create News Update”. Links to the selected articles are automatically added to your newsletter, along with an abstract for each article.
5. Select the order of the articles by clicking on an article headline and using the Move Up, Move Down buttons.

## Order Articles

Articles will appear in the news update in the same order they are listed below (from top to bottom). To change the order, select an article title and click the **"Move Up"** or **"Move Down"** button. Once the articles are in the correct order, click the **"Continue>>"** button.



<b>Change Order</b>	<b>News Update Featured Articles</b>
Move Up	This is my Headline
Move Down	401K Update
	testing Alumni
	Continue >>

- Complete the text fields and options on the News Update page.
  - E-mail Subject – the subject line the e-mail receiver sees
  - News Update Title – the name of the News Update displayed at the top of the e-mail
  - Date Stamp – places the current or next day’s date beneath the News Update Title
  - Intro Message – optional field for a short message
  - Heading Displayed Above Articles – optional field which separates Intro Message and Articles
  - Check Box – click to delete an article(s)
  - Text box – will automatically display the first few sentences of an article and can be changed or deleted
  - News Update Footer Info – displays the URL for your SOCS site
  - Preview – to see the complete e-mail
- Select “Send News Update Immediately” to initiate the e-mail

## Manage Ideas

This feature allows you to receive article assignments from your Manager and either write the articles or assign them to a Correspondent.

## Turn Java Mode On/Off

This button determines the Article Editor you use when creating or editing articles.

## Logout

This button logs you out of the system. To prevent unauthorized users from accessing your SOCS site, always log out of the system when you finish a session.